



# European Union High Level Policy Advice Mission to the Republic of Moldova

## Terms of References for the Mission Advisers

The overall objective of the project is to provide high level policy advice to the Republic of Moldova in the overall implementation of the Government Programme “European Integration: Freedom, Democracy, Welfare” 2009-2013, with particular focus on the EU integration agenda, economic recovery and reforms. The support will be given through to the main institutions including the Prime Minister’s Office (focusing on Public Administration Reform & Decentralization and Communications), the Ministries of Justice, Economy, Interior, Agriculture, Finance, the Tax Inspectorate and the Public Procurement Agency, and support them in their efforts of designing, implementing and monitoring relevant policies and measures. For this purpose the mission will deploy 9 advisers in order to realize the project’s main objectives. The scope of work, responsibilities and requirements for each adviser is provided below:

### Adviser to the Public Procurement Agency, Ministry of Finance

#### General scope of work

The adviser to the Public Procurement Agency, Ministry of Finance will act within the Mission’s overall framework, with specific focus on increasing the efficiency and transparency of the Public Procurement Agency’s work. He/she will report to the Chief Adviser and will be the lead sector expert and coordinate short term and local experts’ work within the Mission on this particular component.

He/she will provide policy advice and guidance to the Agency’s leadership on the implementation of the Government Program, its Stabilization and Economic Recovery Plan, negotiation of Moldova’ Association Agreement with EU. The adviser will review all strategic policy documents, conduct needs assessments and produce recommendation reports at the initial stage. Further guidance, policy papers, reviews and recommendations will be provided to the Agency for the purpose of designing, implementing and monitoring proper institutions and policies to support the EU accession and integration agenda.

The adviser will also provide strategic recommendations on ad-hoc basis, participate in policy debates, keep abreast of developments and inform Mission Chief Adviser on trends, problems and needs, as well as response strategies.

A good co-operation with the forth-coming EU Twinning-project for the Procurement Agency will be actively sought by this adviser.

**Key responsibilities** may be summarized as follows:

- Provision of policy advice to the Public Procurement Agency on the implementation of the Government Programme, its Stabilization and Economic Recovery Plan;
- Provision of policy advice, expertise and guidance on setting up and developing the Public Procurement Agency in accordance with the EU standards;
- Provision of strategic advice on upgrading the institutional infrastructure of the Agency and regulatory framework in line with the EU Public Procurement standards and practices;
- Provision of policy advice and guidance to the Agency’s leadership on negotiation of Moldova’s Association Agreement with EU and other key sector strategies and plans;



- Development of reports for assessing the particular capacity needs, elaboration of recommendations for capacity development responses, advise on the design of monitoring and evaluation tools;
- Maintaining regular communications with the sector officials, partner organizations, other institutions involved into implementation of the Project under each relevant component;
- Provision of relevant advice to the Chief Adviser and to the European Union Delegation, if delegated by the Chief Adviser, in terms of implementation of Mission's mandate and other relevant EU-Moldova agreements in the area of expert's responsibility.

**Requested Profile:**

Qualification and skills

- Master Degree (Finance, Economics, Public Policy and Management, or similar) or equivalent working experience in the sector;
- Knowledge of EU programs and policies;
- Fluency in English. Knowledge of other EU languages is an asset;
- Good working knowledge of Romanian or Russian is an asset;
- PC literacy, excellent writing and communication skills;
- Full time commitment is an advantage.

General professional experience

- Minimum 12 years working experience in the area of expertise;
- Minimum 5 years experience in similar positions of advisory for and/or implementation of reforms (public finances and economic), in providing advice to policy makers on related reforms issues, or in capacity building in EU or ENP and candidate countries;
- Experience in national negotiations on EU integration is an asset;
- Previous knowledge of the EU-Moldova relations and of Moldovan state institutions is an advantage.

